



## **PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE**

### **July 26, 2011**

### **MINUTES**

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Mark Radtke, Jim Julius, Vince Maas, Pamela Captain, Sue Nett, Kevin Schmahl

Absent: Corey Gordon, Tim Jacobson, Jeff Nieland, Ken Popelka

**Approval of Minutes** – Motion to approve minutes from the April 26, 2011 meeting made by P. Captain second M. Radtke.

#### **A. Old Business**

1. **EOEP Maps** – Jefferson Park Bathhouse – no updated information
2. **Maintenance Shop Ventilation Issue** – A. Alix working on portable exhaust using floor exhaust ports. Duct end and portable unit in process.
3. **Jefferson Park Pool Walk Thru** – Jefferson Park Pool report was reviewed, the majority of the items have been addressed. Electrical items in process and necessary corrections will be made by Mike Beck. Further discussion in August.
4. **Replacement of Bill Basler on committee**– Kevin Schmahl will replace Bill Basler. Discussion of assigning maintenance of eye wash stations and lock out kits also discussed.

#### **B. New Business**

1. **Monthly Safety Topic** – “**Plan...Because Hope is not a Strategy!**” topic discussed the importance of planning for severe weather emergencies and providing proper information to employees on what to do in the event of severe weather. Further discussion regarding recent severe thunderstorm warning and sirens and DPW / Parks field employee response. T. Drew to discuss further with D. Dworshok about that particular case as a drill.
2. **Injury Review** – no injuries reported.
3. **Severe Weather Drill** – recent severe weather response will be reviewed.
4. **Additional items for discussion** – J. Julius raised concerns of brown recycling cans being emptied only once per month at Smith and Jefferson Parks. Concern that the weight of the containers poses a lifting injury risk when done manually. Suggestions made that automated truck pick up cans if possible, use assist to dump containers or use spare containers to

swap until and automated truck can empty (every 2 weeks) to avoid potential injury.

**C. Training**

1. **Fire Extinguisher Training** – to be scheduled with NM Fire Department for late September – T. Drew to finalize by August meeting.
2. **CVMIC Excavation and Trench Training** – T. Drew requested pre-information form be completed and submitted to B. Rank CVMIC. T. Drew will also attempt to locate TAB data for the equipment used by Street. V. Mass inquired as to whether a competent person needed to be on-site while digging graves at the cemetery.
3. **Rigging Training Update** – Training will be conducted on August 9 with a weather alternate date of August 10 at Oak Hill Cemetery. 3 Parks, 2 Street and 2 Neenah employees to attend.
4. **Confined Space Training** – T. Drew will schedule with M. Sipin NM Fire training at the Neenah training facility for late September to early October.
5. **Other training suggestions** – no other issues discussed.

**D. Adjourn:** Motion A. Alix second P. Captain - Meeting adjourned at 9:55 am